



COUNTY COUNCIL OF BEAUFORT COUNTY
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November 2014 Library Financials Narrative and Analysis

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The Library's General Fund is on track with the fiscal year 2015 budget. Expenditures are currently at 44% of budget, which is slightly higher than the expected 42% of the fifth month of the fiscal year. It should be noted that the library has some annual maintenance contracts in Purchased Services that were recorded in July, but their activity relates for the entire fiscal year.

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There has not been much significant activity with the library's special revenue funds since most of these are tied to grants and have to be spent according to their restrictions or purpose. The most important number is the fund balance amount for each of these funds.

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Library impact fees are restricted to the area in which they are generated. The Hilton Head library impact fees fund will go in the negative during fiscal year 2015 due to a few large capital projects, but Finance expects this fund to get back in the positive by June 30, 2015. These capital projects are currently encumbered, which means a purchase order has been issued, but the County has not paid the vendor since the projects are not completed. The Bluffton library impact fees have the highest revenue and this can be attributable to higher growth than in other parts of Beaufort County.

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"Professionally we serve; Personally we care!"

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY LIBRARIES- GENERAL FUND
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET (GAAP BASIS) AND ACTUAL
For the Period Ended November 30, 2014

	Annual Budget	Year to Date Budget	Actual	Annual Variance Positive (Negative)	Annual Percent of Budget	Year to Date Variance Positive (Negative)
Revenues						
Copy Fees	3,200	1,333	1,889	(1,311)	59%	556
Fines	95,000	39,583	37,590	(57,410)	40%	(1,993)
Total Revenues	<u>98,200</u>	<u>40,917</u>	<u>39,479</u>	<u>(58,721)</u>	<u>40%</u>	<u>(1,438)</u>
Library Administration						
Personnel	485,460	202,275	185,493	299,967	38%	16,782
Purchased Services	95,971	39,988	49,406	46,565	51%	(9,418)
Supplies	19,350	8,063	9,274	10,076	48%	(1,212)
Total Library Administration Expenditures	<u>600,781</u>	<u>250,325</u>	<u>244,173</u>	<u>356,608</u>	<u>41%</u>	<u>6,152</u>
Beaufort Branch						
Personnel	450,127	187,553	201,245	248,882	45%	(13,692)
Purchased Services	94,671	39,446	48,652	46,019	51%	(9,206)
Supplies	8,273	3,447	4,874	3,399	59%	(1,427)
Total Beaufort Branch Expenditures	<u>553,071</u>	<u>230,446</u>	<u>254,771</u>	<u>298,300</u>	<u>46%</u>	<u>(24,325)</u>
Bluffton Branch						
Personnel	415,966	173,319	167,781	248,185	40%	5,538
Purchased Services	98,154	40,898	45,900	52,254	47%	(5,003)
Supplies	11,950	4,979	6,951	4,999	58%	(1,972)
Total Bluffton Branch Expenditures	<u>526,070</u>	<u>219,196</u>	<u>220,632</u>	<u>305,438</u>	<u>42%</u>	<u>(1,436)</u>
Hilton Head Branch						
Personnel	570,709	237,795	238,750	331,959	42%	(955)
Purchased Services	104,440	43,517	49,396	55,044	47%	(5,879)
Supplies	12,750	5,313	9,177	3,573	72%	(3,865)
Total Hilton Head Branch Expenditures	<u>687,899</u>	<u>286,625</u>	<u>297,323</u>	<u>390,576</u>	<u>43%</u>	<u>(10,698)</u>
Lobeco Branch						
Personnel	116,229	48,429	36,367	79,862	31%	12,062
Purchased Services	18,319	7,633	11,430	6,889	62%	(3,797)
Supplies	4,925	2,052	3,281	1,644	67%	(1,229)
Total Loceco Branch Expenditures	<u>139,473</u>	<u>58,114</u>	<u>51,078</u>	<u>88,395</u>	<u>37%</u>	<u>7,036</u>
St. Helena Branch						
Personnel	352,222	146,759	155,381	196,841	44%	(8,622)
Purchased Services	93,691	39,038	55,040	38,651	59%	(16,002)
Supplies	11,150	4,646	5,638	5,512	51%	(992)
Total St. Helena Branch Expenditures	<u>457,063</u>	<u>190,443</u>	<u>216,059</u>	<u>241,004</u>	<u>47%</u>	<u>(25,616)</u>
Library Technical Services						
Personnel	228,119	95,050	94,384	133,735	41%	666
Purchased Services	22,310	9,296	18,008	4,302	81%	(8,712)
Supplies	40,500	16,875	40,460	40	100%	(23,585)
Total Library Technical Services Expenditures	<u>290,929</u>	<u>121,220</u>	<u>152,852</u>	<u>138,077</u>	<u>53%</u>	<u>(31,632)</u>
Library SC Room						
Personnel	91,096	37,957	38,205	52,891	42%	(248)
Purchased Services	5,450	2,271	828	4,622	15%	1,443
Supplies	4,575	1,906	1,235	3,340	27%	671
Total Library SC Room Expenditures	<u>101,121</u>	<u>42,134</u>	<u>40,268</u>	<u>60,853</u>	<u>40%</u>	<u>1,866</u>
Library Personnel Benefits						
Personnel	496,405	206,835	206,835	289,570	42%	0.17
Total Library Personnel Benefits	<u>496,405</u>	<u>206,835</u>	<u>206,835</u>	<u>289,570</u>	<u>42%</u>	<u>0.17</u>
Total Expenditures	<u>3,852,812</u>	<u>1,605,338</u>	<u>1,683,991</u>	<u>2,168,821</u>	<u>44%</u>	<u>(78,653)</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SOUTH CAROLINA
COMBINING BALANCE SHEET
LIBRARY SPECIAL REVENUE FUNDS
November 30, 2014

	Library Grants	Del Webb Library Agreement	Friends of HHI Library Grant	Library Trust	Beaufort Library Special Trust	Hilton Head Library Special Trust	Library Special Trust	LSTA Creation Place Grant	Library State Aid	Total
ASSETS										
Equity in Pooled Cash and Investments	\$ -	\$ 200,707	447	\$ 19,216	\$ 29,490	\$ 21,211	\$ 206,889	-	94,416	572,376
Accounts Receivable	-	-	-	-	-	-	-	-	-	-
Total Assets	-	200,707	447	19,216	29,490	21,211	206,889	-	94,416	572,376
LIABILITIES AND FUND EQUITY										
Liabilities										
Accounts Payable	-	-	-	-	-	-	-	-	5,599	5,599
Total Liabilities	-	-	-	-	-	-	-	-	5,599	5,599
FUND BALANCE										
Reserved for Encumbrances	-	-	-	-	-	-	-	-	-	-
Reserved for Special Revenue Funds	-	200,707	447	19,216	29,490	21,211	206,889	-	88,817	566,777
	-	200,707	447	19,216	29,490	21,211	206,889	-	88,817	566,777
Total Liabilities and Fund Balance	\$ -	\$ 200,707	\$ 447	\$ 19,216	\$ 29,490	\$ 21,211	\$ 206,889	\$ -	\$94,416	\$ 572,376

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending November 30, 2014

	Library Grants			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Supplies	-	19,670	(19,670)	100%
Total Expenditures	<u>-</u>	<u>19,670</u>	<u>(19,670)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(19,670)	(19,670)	100%
Fund Balance at Beginning of Year	<u>19,670</u>	<u>19,670</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 19,670</u>	<u>\$ -</u>	<u>\$ (19,670)</u>	<u>0%</u>

	Del Webb Library Agreement			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 1,620	\$ 1,620	100%
Total Revenues	<u>-</u>	<u>1,620</u>	<u>1,620</u>	<u>100%</u>
Expenditures				
Capital	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	1,620	1,620	100%
Fund Balance at Beginning of Year	<u>199,087</u>	<u>199,087</u>	<u>-</u>	<u>0%</u>
Fund Balance at End of Year	<u>\$ 199,087</u>	<u>\$ 200,707</u>	<u>\$ 1,620</u>	<u>101%</u>

	Friends of HHI Library Grant			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	<u>447</u>	<u>447</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 447</u>	<u>\$ 447</u>	<u>\$ -</u>	<u>100%</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending November 30, 2014

	Library Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ -	\$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Other	-	51	(51)	100%
Total Expenditures	-	51	(51)	100%
Excess of Revenues Over (Under) Expenditures	-	(51)	(51)	100%
Fund Balance at Beginning of Year	19,267	19,267	-	100%
Fund Balance at End of Year	\$ 19,267	\$ 19,216	\$ (51)	100%

	Beaufort Library Special Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	\$ 1,150	\$ -	\$ (1,150)	0%
Total Revenues	1,150	-	(1,150)	0%
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	1,150	-	(1,150)	-100%
Fund Balance at Beginning of Year	29,490	29,490	-	100%
Fund Balance at End of Year	\$ 30,640	\$ 29,490	\$ (1,150)	96%

	Hilton Head Library Special Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	\$ 1,150	\$ -	\$ (1,150)	0%
Total Revenues	1,150	-	(1,150)	0%
Expenditures				
Supplies	-	1,379	(1,379)	100%
Total Expenditures	-	1,379	(1,379)	100%
Excess of Revenues Over (Under) Expenditures	1,150	(1,379)	(2,529)	-100%
Fund Balance at Beginning of Year	22,590	22,590	-	100%
Fund Balance at End of Year	\$ 23,740	\$ 21,211	\$ (2,529)	89%

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending November 30, 2014

Library Special Trust				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	\$ -	\$ -	\$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Supplies	-	-	-	0%
Capital	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	206,889	206,889	-	100%
Fund Balance at End of Year	\$ 206,889	\$ 206,889	\$ -	100%
LSTA Creation Place Grant				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 5,625	\$ 5,625	100%
Total Revenues	-	5,625	5,625	100%
Expenditures				
Purchased Services	-	4,656	(4,656)	100%
Supplies	-	969	(969)	100%
Total Expenditures	-	5,625	(5,625)	100%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ -	\$ -	0%

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending November 30, 2014

	Library State Aid			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	111,143	\$ 111,143	100%
Total Revenues	<u>-</u>	<u>111,143</u>	<u>111,143</u>	<u>100%</u>
Expenditures				
Supplies	-	22,326	(22,326)	100%
Total Expenditures	<u>-</u>	<u>22,326</u>	<u>(22,326)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	88,817	88,817	100%
Fund Balance at Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Fund Balance at End of Year	<u>\$ -</u>	<u>\$ 88,817</u>	<u>\$ 88,817</u>	<u>100%</u>
	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	7,245	7,245	100%
Intergovernmental	-	111,143	111,143	100%
Total Revenues	<u>2,300</u>	<u>118,388</u>	<u>116,088</u>	<u>5147%</u>
Expenditures				
Supplies	-	44,344	(44,344)	100%
Purchased Services	-	4,656	(4,656)	100%
Other	-	51	(51)	100%
Total Expenditures	<u>-</u>	<u>49,051</u>	<u>(49,051)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	2,300	69,337	67,037	3015%
Fund Balance at Beginning of Year	<u>497,440</u>	<u>497,440</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 499,740</u>	<u>\$ 566,777</u>	<u>\$ 67,037</u>	<u>113%</u>

UNAUDITED AND PRELIMINARY
Beaufort County
Library Impact Fees
For the Period Ending November 30, 2014

	HH/Daufuskie	Bluffton	Port Royal Island	Ladys Island/ St. Helena	Sheldon	Total
Beginning Fund Balance	145,715	509,797	623,549	-	35,139	1,314,200
Revenues						
Licenses and Permits	24,867	30,415	14,378	21,094	2,212	5,274
Interest	-	-	-	-	-	-
	24,867	30,415	14,378	21,094	2,212	12,305
Expenditures						
Purchased Services						
Library Materials						
Apple	(529)	-	-	-	-	(529)
Compucom	(4,229)	-	-	-	-	(4,229)
Capital Outlay						
Court Atkins Architects Inc.	-	(11,500)	-	-	-	(11,500)
Hewlett Packard	(20,458)	-	-	-	(11,667)	(32,125)
	(25,216)	(11,500)	-	-	(11,667)	-
Total Revenues	24,867	30,415	14,378	21,094	2,212	92,966
Total Expenditures	(25,216)	(11,500)	-	-	(11,667)	(48,383)
Net Revenues (Expenditures)	(349)	18,915	14,378	21,094	(9,455)	44,583
Encumbered Fund Balance	171,052	8,004	-	-	-	-
Unencumbered Fund Balance	(25,686)	520,708	637,927	21,094	25,684	5,274
Ending Fund Balance	145,366	528,712	637,927	21,094	25,684	1,358,783